

## EXHIBIT 3A-4

### MULTI-FAMILY RENTAL REHABILITATION CHECKLIST

Admin  
Manual  
Exhibit

#### **SUBMIT WITH SET-UP REPORT:**

- ☐ Rental Set Up and Completion Form ..... 3-M
- ☐ Bid specs for rehabilitation work and signed contract(s) ..... N/A
- ☐ LBP Notification Documentation (signature page only) ..... 2V-i
- ☐ Documentation related to Relocation Assistance (if applicable) ..... 6-O

#### **SUBMIT WITH PAYMENT REQUEST:**

- ☐ Request for Payment Form (all sections) ..... 3-E
- ☐ Project Progress Report (signed by Grantee) ..... 3-J
- ☐ Contract Reporting Form (if paying contractor) ..... 3-I
- ☐ HUD Section 3 Summary Report Form (if paying contractor) ..... 3-H
- ☐ Summary of Project Expenditures (signed by Grantee) ..... 3-F
- ☐ Match Documentation ..... N/A

#### **SUBMIT WITH COMPLETION REPORT:**

- ☐ Rental Set Up and Completion Form (ensure 90% of tenants are at or below 60% AML at time of project completion) ..... 3-M
- ☐ An appraisal (Uniform Appraisal Report Only) ..... N/A
- ☐ Recorded Deed Restriction Agreement (first and last pages only) ..... 7-H

#### **RETAIN IN CLIENT FILES:**

- ☐ Program application ..... N/A
- ☐ Income verification with source documents ..... N/A
- ☐ Signed and dated lease agreement between landlord and tenant ..... N/A
- ☐ HQS Inspection Form ..... 10-C
- ☐ LBP Notification Documentation (signature page only) ..... 2V-i
- ☐ Names of children under the age of 6 living in the unit ..... N/A

#### **RETAIN IN HOME PROJECT FILES:**

- ☐ All of the above documentation ..... N/A
- ☐ Match documentation ..... N/A
- ☐ Contractor debarment check(s) ..... N/A
- ☐ Documentation supporting project and administrative expenditures ..... N/A
- ☐ Copy of final inspection ..... 10-C
- ☐ Copies of all lien releases from contractors ..... N/A
- ☐ Documentation related to Davis Bacon requirements (if >12 HOME units) ..... N/A

**See Chapter 1 for additional information on Establishing HOME Files**

**After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.**

**Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.**